

Commission Approval Date:

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Arkansas Department of Human Services	Procedure: AR CACFP 2013-9
Division of child Care and Early childhood Education	Section: All Institutions
Child and Adult Care Food Program	Subject: Meal Service Times and Duration
	Effective date: 04/16/2013

This policy applies when scheduling meal times and when approval is granted for meals claimed for reimbursement in all child care centers participating in the Child and adult Care Food Program as institutions and facilities.

Meal service times for infants (birth until the first birthday) are not restricted by this policy. Infants should be served “on demand” as needed. Claims for reimbursement for infant meals served is limited to two meals and one snack **or** one meal and two snacks when the child is in attendance.

Reimbursement for meals will only be made for meals served during the center’s approved meal times as listed and approved on the Center Information Sheet of the Program application. Meal times may be changed any time as needed for center operation, within the requirements of this policy, by revision and approval of the SNP-5, ‘site information’ on the CACFP Web-based system.

Approved Meals

The meals approved for reimbursement will be based on the child care center’s license issued by the AR Licensing Unit for the licensed hours of operation. This also applies to license exempt child care centers. ***Does not apply to At-Risk After School Programs.**

Child care centers:

Institutions licensed for 12 hours or less with an end time of 6:30 p.m. or earlier will be approved for breakfast, lunch and AM snack and/or PM snack only. The supper meal and evening/night snack will not be approved for reimbursement.

Institutions licensed for 15, 18 or 24 hour care and operating after 6:30 PM may be approved for breakfast, morning/AM snack, lunch, afternoon/PM snack, supper, evening snack with proof that the center is operating for evening and night care.

Institutions that hold an extended license but do not operate an extended schedule will be approved for meal service under the limits stated for a 12 hour licensed facility.

Meal Time Duration

When scheduling meal times, the following guidelines will be used for approval:

Breakfast:

- The duration of the breakfast meal service may take no more than two hours from start to finish.
- Breakfast service may start no earlier than 6:00 AM.
- Breakfast service must be completed by 9:00 AM.

Snack:

- The duration of the snack service may take no more than one hour from start to finish unless you have a second shift of participants arriving. This second shift will follow the one hour from start to finish.
- A snack may be approved for midmorning, afternoon and evening.
- A snack may be scheduled no earlier than 2 hours after the completion of a previous main meal.
- *The midmorning snack may be served at a time less than 2 hours following the completion of the breakfast meal only in situations where the children served the morning snack are totally different children, who arrive at the center too late for the schedule breakfast.*
- The evening snack may only be approved for institutions licensed for evening and/or night care and regularly operating over 15 hours a day.
- The evening snack may not be approved for service before 8:00 PM.

Lunch:

- The duration of the lunch meal service may take no more than 2 hours from start to finish.
- The lunch may not be served before 10:30 AM and must end by 1:30 PM.
- The lunch may be scheduled no earlier than 2 hours after the completion of the previous meal or snack.

Supper:

- The duration of the supper meal service may take no more than 1 hour from start to finish.
- The supper may not be scheduled to start before 5:00 PM.
- A supper may not be approved for centers where the licensed approved operating hours end at or before 6:30 PM, or where licensed for evening care but not actually operating for evening/night care hours.
- The supper may be scheduled no earlier than 2 hours after the completion of the previous snack or 3 hours after a main meal.
- The service of the supper must end no later than 7:00 PM.

Reference:

Time of meal service {226.20(k)} State agencies may require any institution or facility to allow a specific amount of time to elapse between meal services or require that meal services not exceed a specified duration.